

Application Instructions

Complete all items in the Application Packet:

- ☐ Application Form
- ☐ Project Location
- ☐ Project Narrative Form
- ☐ Detailed Proposed Budget Form
- ☐ 501(c)(3) IRS letter of determination, if applicable
- ☐ Letters of Commitment and/or Letters of Support (optional)

Email one copy completed and signed application packet to the Coastal Management Program (DNR.CMP@illinois.gov) by 5pm on July 1, 2013. Send a paper copy postmarked by July 1, 2013 to:

Illinois Coastal Management Program
160 N LaSalle St., S-703
Chicago, IL 60601

Application Cover Page: All fields are required unless specified.

- a. **Project Title:** Please limit title to 100 characters
- b. **Primary Location of Project (Address, or City, or County, etc):** Specify the primary location of project at whatever geographical scale makes the most logical sense
- c. **County:** Specify Cook County, Lake County, or Cook and Lake Counties
- d. **Township:** Specify the township of the primary location of the project
- e. **Watershed Location (12 digit HUC):** Specify the watershed that the project is located in. Tools for determining your HUC 12 can be found here:

-if you know the name of the 12-digit HUC watershed the project is in, you can find the HUC number here: https://wiki.epa.gov/watershed2/index.php/Illinois_Lake_Michigan_Watersheds

-if you do not know the name of your 12-digit HUC watershed, tools for identifying your watershed name can be found here:
https://wiki.epa.gov/watershed2/index.php/Illinois_Lake_Michigan_Watersheds_by_Zip_Code,_County,_and_Municipality
- f. **LEGISLATIVE AND CONGRESSIONAL DISTRICTS:** Specify the IL Senate, IL House, and US Congressional district for the primary location of the project. Congressional Districts can be looked up on: http://gis.elections.il.gov/map_viewer_update/
- g. **PROJECT DURATION:** Enter the start and end dates for the project. Cannot exceed 12 months. Projects must be completed by Sept. 30, 2014. Shorter projects are allowable. No extensions will be granted.

- h. **REQUEST SUMMARY:** Enter the amount of funds requested, match amount, and total project cost
- i. **Organization Applying:** Name of applicant organization
- j. **Type of Organization:** Specify what type of organization is applying (e.g. City Government, Park District, School, 501(3)(c) Non-Profit, etc)
- k. **ORGANIZATION CONTACT INFORMATION:** Address, Telephone Number, and Email Address for applicant organization
- l. **FEIN:** Federal Employer Identification Number
- m. **Applicant's Chief Officer:** Chief Officer of applicant organization
- n. **PROJECT APPLICANT/ CONTACT:** Name of the primary grant contact person at the applying organization. Include Street Address, Phone Number, and Email Address if different from above.
- o. **CERTIFICATION:** Authorized representative must sign to certify that all statements in this application are true.
- p. **Authorized Representative Name:** Print the name of the representative who signed in m. above and include email address.

Project Application: All fields are required unless specified. PLEASE LIMIT ANSWERS TO THE SPACE PROVIDED.

Applicants should not assume prior knowledge on the part of IDNR staff or other reviewers as to the relative merits of the project described in the application.

1. **Proposed Project Summary** (200 Word Maximum)
2. **ICMP educational priorities:** List the ICMP educational priorities, as defined in the Participation Manual, addressed by this project
3. **Describe how proposed project addresses these educational priorities:** Include how it meets the definition of environmental education listed in the Participation Manual. If applicable, include a description of how the project addresses Science, Technology, Engineering, or Math (STEM) fields and/or Illinois Learning Standards.
4. **ICMP environmental priorities:** List the ICMP environmental priorities, as defined in the Participation Manual, addressed by this project
5. **Describe how proposed project addresses these environmental priorities**
6. **Number of Presentations or Events**
7. **Anticipated Number of People Reached**

8. Anticipated Number of Students (if applicable)

9. Tasks, Schedule for Completion and Outputs and Deliverables: List and describe key project tasks that you are requesting funds for. These tasks will be used as milestones to monitor project progress. Fill in Schedule for Completion as a timeline for task completion. List outcomes and deliverables for each task.

10. Budget Narrative: Justify how the budget cost elements are necessary to implement project objectives and accomplish the results. Together, the budget narrative and budget spreadsheets should provide a complete financial and qualitative description that supports the proposed project plan. The description provided on the budget spreadsheets should be very brief. Please use this budget narrative to provide a thorough description of your budget.

11. Describe the source of the secured match funding for the proposed project: All match funds must be from non-federal sources. Any combination of Cash and In-Kind match is acceptable.

12. Describe the extent to which the proposed project leverages other technical or financial resources.

13. Organization Eligibility: Describe how this organization is eligible to receive these funds and how that will achieve the organization's mission.

14. Organizational Capability: Describe the qualifications of individuals anticipated to work on proposed project and the past experience of the applicant with managing grant projects.

15. Insert link to your organization's Watershed Central Wiki page: Follow instructions given here <http://www.dnr.illinois.gov/cmp/Pages/grants.aspx>

Attachment 1, Project Location: Mark project location(s) in Google Earth. If your project has greater than three locations, either indicate the 3 primary locations or indicate the location of your office to indicate where the majority of the work will be conducted. Attach a jpeg of your map to the application. Need assistance with Google Earth? See tutorial: <http://www.dnr.illinois.gov/cmp/Documents/GoogleEarthMapTutorial.pdf>

Attachment 2, Project Narrative: (Included as an attachment on the Project Application) Save this document on your computer and complete the narrative in the format provided. The final narrative should not exceed three (3) pages; **font style and size should match the text as presented in the document.** Do not delete the text above the line. Once complete, attach this document to the application.

Attachment 3, Detailed Proposed Budget Form: (Included as an attachment on the Project Application). The description provided on the Detailed Proposed Budget form should be very brief. Please use the budget narrative in the Project Application (question 10) to provide a thorough description of your budget.

Attachment 4, 501(c)(3) IRS letter of determination: If applicable.

Attachment 5, Letters of Commitment and/or Letters of Support: Optional.